Knowledge Base Article

Article ID: **4146**
Subject: **Voiding a Payroll Check**
Last Modified: **November 17, 2009**

Applies to: **Pro Gold i2 3.xx**

Purpose: Payroll checks are processed via the **Create Payroll Entries** icon on the **Main Menu** => **Accounting** => **Employees** option in Pro Gold i2. The payroll check transaction is generated based on the information contained in the employee record. The bank account used for the check is based on the **Payroll Checking Account** assigned in the **Payroll Tab** of the employee record. The bank account becomes the custodian of the check once it is generated. Since the payroll process initiated the transaction, there are special conditions related to a payroll check. The main impact is the **VOID** process. The void option will reverse (i.e., delete) all general ledger and payroll entries related to the check. If another check is needed to replace the voided check, simply reprocess the payroll for that check only. If the voided check had not been printed, delete the check from the bank account once voided and now that check number is available for use.

Procedure: Actions required to void a payroll check:

- Go to the check in the bank
- If **Posted**, must **Unpost** it
- Click the **Void** box in lower left corner of the check
- Select the **Yes** button to the void payroll check prompt
- **Note**: Can delete the check once it is voided if the check number is to be reused (check was not printed)

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

http://secured.progoldi2.com/webcast.aspx

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Employee Check, Payroll Account, Void, 4146